

The Mission of the Community Development Department is to protect and enhance the City of Riverside's natural and manmade environment, its economic base and its neighborhoods by providing our customers with timely and accurate planning and building services.

**Core Values:**

- ❖ Exceptional Customer Service
- ❖ Innovation and Creativity
  - ❖ Integrity
  - ❖ Professionalism
  - ❖ Problem-solving
  - ❖ Teamwork
- ❖ Treating Others as We Would Want to be Treated



**An Equal Opportunity Employer**

For additional information regarding this opportunity, contact:

Human Resources Department  
Job Codes: Assistant 789010; Associate 791011  
3780 Market St., Riverside, CA 92501  
(951) 826-5808—Fax (951) 826-2552  
[www.riversideca.gov](http://www.riversideca.gov)

Applications will be accepted until positions are filled. Apply immediately as application review begins soon. To be considered, please submit a City application. Applications are available online at: [www.riversideca.gov](http://www.riversideca.gov)

Applications will be reviewed in relation to the criteria outlined in this brochure. Applications will be screened and successful candidates may be invited to compete in an oral interview. Candidates meeting the minimum qualifications will be placed on an eligibility list which will remain in effect for six months. The eligibility list may be terminated or extended dependent upon supply and demand needs, at which time remaining eligibility list candidates would be notified. Riverside does not reimburse candidates for any expenses incurred as a result of this recruitment.

**CONSIDER A CAREER WITH**



**COMMUNITY DEVELOPMENT  
DEPARTMENT**



We Have  
Openings  
for



Assistant /  
Associate  
Planners  
Planning Division

**Riverside offers a  
sign-on bonus of \$3,000  
for qualified candidates**

## The City of Riverside Community Development Department Planning Division

### Career Opportunities

Be a part of administering the planning needs of a rapidly growing community, the 11th largest city in California.

The Community Development Department, Planning Division, consists of over 40 employees, comprised of four sections: Administration, Current Planning, General Plan/ Advanced Planning, and Historic Preservation.

This is an exciting opportunity for the planner who enjoys working in a dynamic, fast paced environment with an innovative and solution oriented team. Long recognized as a leader in City Planning, the City of Riverside Planning Division utilizes leading edge tools and a team approach to meet the challenges of a rapidly growing — and changing community.

### The Position

The City of Riverside is seeking a dynamic individual to serve as Assistant / Associate Planner.



The ideal candidate is a dynamic and creative planning professional, an innovative thinker, and an adept problem solver. The candidate should have exceptional communication skills, both verbal and written, a customer service focus, plus the ability to establish working relationships and develop alliances with all levels of the City and the community. In addition, the Assistant / Associate Planner should be able to:

- 1) Present ideas and concepts effectively and persuasively in speaking before large and small groups.
- 2) Establish and maintain effective working relationships.
- 3) Interpret, apply and explain laws, codes, policies and procedures.

### Education and Experience Requirements

#### Position requirements:

##### Assistant:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in planning or a related field considered to be useful in City planning work. Experience is not required, however, it is desirable.

##### Associate:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in planning or a related field considered to be useful in City planning work and a minimum of 18 months of professional planning experience comparable to that of an Assistant Planner at the City of Riverside.

The Planning Division offers a wide array of career choices from intern level to professional. Depending on your area of interest, there are a number of career paths available.

### Career Ladders

From: Assistant Planner  
To: Associate Planner  
To: Senior Planner  
To: Principal Planner

### Salary Ranges

Assistant Planner:  
Monthly salary range: \$3,613 to 4,843

Associate Planner:  
Monthly salary range: \$4,185 to 5,608

### Benefits

Employees of the City of Riverside are eligible to receive a comprehensive benefit package consisting of Medical and Dental prepaid plans. Additional benefits can include:

- Educational Reimbursement Plan
- Training Opportunities
- Sick Leave
- Vacation Time
- Two Deferred Compensation Plans
- A Flexible Spending Plan for Out-of-Pocket Expenses
- Life Insurance
- Long Term Disability Insurance
- Vision Coverage
- Dependent Care Options
- 11 Paid Holidays

- Hiring Incentives: \$1,000 upon signing; \$2,000 upon successful completion of the probationary period

- Public Employees Retirement System 2.7% @ 55-Years-Old

For a complete listing of the many benefits available to City of Riverside employees check out our Website at: [www.riversideca.gov](http://www.riversideca.gov) Click on Human Resources.

Riverside Community Development Department operates in a dynamic, historic community that offers its residents a wide selection of things to do. Whether it's a visit to the renown Mission Inn, or the City's numerous parks and museums, there's plenty to choose from. The city is also an important financial and judicial center in the Inland Empire, with a large and diverse economy that has the largest number of jobs and businesses within the region.



If you're interested in applying for this position please visit the City of Riverside Web site at [www.riversideca.gov](http://www.riversideca.gov) Click on Human Resources to fill out an online application.